

# Agenda Item Form

Agenda Date: 06/22/2004

**Districts Affected:** 1 through 8

**Dept. Head/Contact Information:** Community Development, Maria Valdivia (915) 541-4379 and Norma Corona, (915) 541-4230

## Type of Agenda Item:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Resolution            | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments           |
| <input type="checkbox"/> Tax Installment Agreements       | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                    |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen       |
| <input type="checkbox"/> Application for Facility Use     | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance    |
| <input type="checkbox"/> Interlocal Agreements            | <input type="checkbox"/> Contract/Lease Agreement | <input checked="" type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____                      |   |   |

## Funding Source:

- ☐ General Fund  
☒ Grant (duration of funds: 12 Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

☐ Legal Review Required  
Denied

Attorney Assigned (please scroll down): Lee Ann Koehler

☐ Approved ☐

**Timeline Priority:** ☒ High ☐ Medium ☐ Low # of days: \_\_\_\_\_

## Why is this item necessary:

This item is a resolution for the Mayor to authorize Grant Applications for the Foster Grandparent Program (FGP) and the Retired and Senior Volunteer Program (RSVP) to the Corporation for National Service. These applications request \$3,211 for FGP and \$27,972 for RSVP for funding from September 1, 2004 through August 31, 2005. These funds are awarded by the Texas Department on Aging and administered by the Corporation for National Service, they represent partial funding for these programs. Other funding for FGP, is \$487,851 from the Corporation for National Service, \$25,000 CDBG, and \$60,786 City. Funding for RSVP, is \$107,573 from the Corporation for National Service and \$78,063 from the City of El Paso. Matching funds are not required for these applications. These are continuation grants and will benefit Districts 1 - 8.

The Foster Grandparent Program provides opportunities for low income, older adults to serve children and youth with special or exceptional needs. Currently there are 150 Foster Grandparents serving at 62 volunteer sites throughout El Paso. The purpose of the Retired and Senior Volunteer Program is to provide enrichment for older adults through significant community service work. Currently the Retired and Senior Volunteer Program has over 1,650 volunteers placed in 132 non-profit organizations and agencies.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Grant Funded

## Statutory or Citizen Concerns:

None Expected

## Departmental Concerns:

N/A

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to execute and file Grant Applications to the Corporation for National Service for the Foster Grandparent Program in the amount of \$3,211 and for the Retired and Senior Volunteer Program in the amount of \$27,972 for the period of September 1, 2004 to August 31, 2005; and

That Nathalie Prise, Interim Director, Community and Human Development, be authorized to furnish additional information as the Corporation for National Service may require in connection with the applications or the Programs and that Community Development staff be authorized to submit the grant applications electronically; and

That the Mayor be authorized to execute any Grant Agreements for the above amounts, or for a greater or lesser amounts, and any amendments to the initial Grant Agreements which increase, decrease or deobligate Program funds, provided that no additional City funds are required, upon approval by the Corporation for National Service. The funding obtained with this grant will benefit Districts 1 through 8. The funding source for these project is the Corporation for National Service, Foster Grandparent Program/State, Department 71150005, Grant 7105FGSTAT and the Corporation for National Service, Retired and Senior Volunteer Program/State, Department 7115005, Grant 7105RSSTAT

ADOPTED this 22<sup>nd</sup> day of June 2004.


THE CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor


ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

  
Lee Ann B. Koehler  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
Nathalie Prise, Interim Director  
Community and Human Development

6A 59-2004

# GRANT APPLICATION REVIEW

MAY 27 '04 PM 2:18

<b>DEPARTMENT</b> Community Development	<b>TYPE OF GRANT</b> Continuation	<b>CONTROL#</b> Department Id 71150005 Grant G7105FSTAT 05173
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791

<b>GRANTOR</b> Corporation for National Service	<b>EFFECTIVE DATE</b> 9/01/2004 – 08/31/2005
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**MATCHING FUND**

☐

YES

☒

NO

**SOURCE OF FUNDS (GRANT AMOUNT, MATCHING, IN-KIND, INTERGOVERN.)**  
 The Foster Grandparent Program is applying for renewal funds in the amount of \$3,211 from the Corporation for National Service.

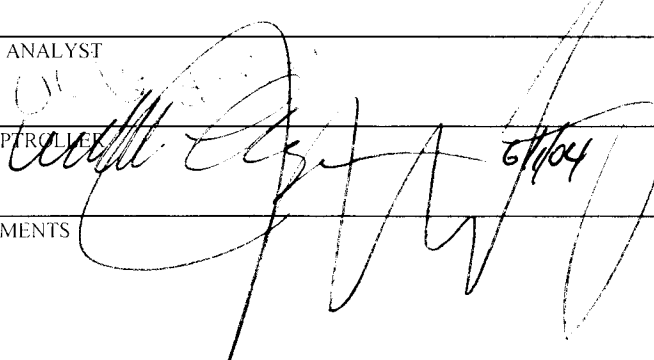
**PERSONNEL FUNDED BY GRANT**

NONE

**BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR GRANT:**

This application is for renewal of funding from the Texas Department on Aging. These funds are an appropriation by the Texas State Legislature and are administered by the Corporation for National Service at the request of the Texas Department on Aging. These funds will be used to pay the stipend and mileage expense for one Foster Grandparent.

REVIEWED BY:

OMB ANALYST 	OMB DIRECTOR Thomas M. Dayle 5/27/04
COMPTROLLER 6/1/04	CHIEF ADMINISTRATIVE OFFICER David A. Monte 6-1-04
COMMENTS	

# PART I - FACESHEET

## APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED TO CORPORATION FOR NATIONAL SERVICE (CNS):		3. DATE RECEIVED BY STATE:		1. TYPE OF SUBMISSION: Application <input checked="" type="checkbox"/> Non-Construction	
4. DATE RECEIVED BY CNS:		STATE APPLICATION IDENTIFIER:  <b>CITY OF EL PASO - FGP</b>		CNS GRANT NUMBER: <b>02SFWTX012</b>	
5. APPLICANT INFORMATION					
LEGAL NAME: <b>City of El Paso</b>  ORGANIZATON UNIT: <b>Foster Grandparent Program</b> ADDRESS(give street address, city, county, state and zip code): <b>2 Civic Center Plaza</b> <b>El Paso, Texas 79901-1196</b>			NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):  NAME <b>Maria I. Valdivia</b> TELEPHONE NUMBER <b>(915) 541-4379</b> FAX NUMBER <b>(915) 541-4993</b> INTERNET E-MAIL ADDRESS <b>valdiviami@elpasotexas.gov</b>		
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; padding: 2px; display: inline-block;">                     7 4 - 6 0 0 0 7 4 9                 </div>			7. TYPE OF APPLICANT: (enter appropriate letter in box)  <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">C</div>		
8. TYPE OF APPLICATION <input checked="" type="checkbox"/> NEW <input type="checkbox"/> CONTINUATION <input type="checkbox"/> REVISION  If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/>  A. Increase Award              B. Decrease Award              C. Increase Duration  D. Decrease Duration              Other (specify): _____			A. State                                  H. Independent School District B. County                                I. State Controlled Institution of Higher Learning C. Municipal                            J. Private University D. Township                            K. Indian Tribe E. Interstate                            L. Individual F. Intermunicipal                    M. Profit Organization G. Special District                  N. Private Non-Profit Organization O. Other (specify) _____		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:  RSVP: 94.002 <div style="border: 1px solid black; padding: 2px; display: inline-block;">9 4</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">0 1 1</div> FGP: 94.011 SCP: 94.016			9. NAME OF FEDERAL AGENCY: <b>Corporation for National Service</b>		
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):  <b>CITY OF EL PASO</b> <b>COUNTY OF EL PASO</b>			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  <b>City of El Paso</b> <b>Foster Grandparent Program</b>		
13. PROPOSED PROJECT:		START DATE: <b>09/01/04</b>		END DATE: <b>08/31/05</b>	
14. ESTIMATED FUNDING:					
a. FEDERAL				15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?  a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____ b. NO <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. APPLICANT					
c. STATE		<b>\$3,211</b>			
d. LOCAL					
e. OTHER					
f. TOTAL		<b>\$3,211</b>		16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> YES If "Yes," attach an explanation. <input checked="" type="checkbox"/> NO	
17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE <b>Joe Wardy</b>			b. TITLE: <b>Mayor</b>		c. TELEPHONE NUMBER: <b>(915) 541-4377</b>
b. SIGNATURE OF AUTHORIZED REPRESENTATIVE			e. DATE SIGNED:		

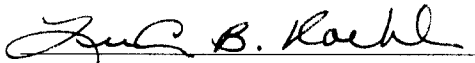
Signatures continued from previous page:

ATTEST:

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Richarda Duffy Momsen  
City Clerk

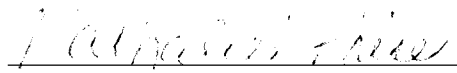
APPROVED AS TO FORM:



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Lee Ann B. Koehler  
Assistant City Attorney

APPROVED AS TO CONTENT:



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Nathalie Prise, Interim Director  
Community and Human Development

## SIGNATURE AUTHORITY

for City of El Paso - Foster Grandparent Program  
Grantee Organization

I certify that following facsimile signature(s) are of those persons other than myself,  
who are authorized to sign official documents/reports in connection with carrying  
the responsibilities of the Corporation for National Service Grant No. – 02SFWTX012

Nathalie Prise  
Signature

Nathalie Prise, Interim Director  
Community and Human Development  
Typed Name

Winifred Dowling  
Signature

Winifred Dowling  
Aging Services Administrator  
Typed Name

Maria I. Valdivia  
Signature

Maria I. Valdivia, Program Coordinator  
Foster Grandparent Program  
Typed Name

Robert Salinas  
Signature

Robert Salinas,  
Social Services Administrator  
Typed Name

\_\_\_\_\_  
Grantee Executive Officer Signature

Joe Wardy  
Mayor, City of El Paso  
Title

\_\_\_\_\_  
Date

## **ASSURANCES**

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-l et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

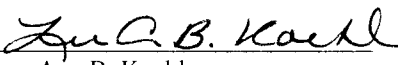
<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b>		<b>TITLE</b>  Mayor
<b>APPLICANT ORGANIZATION</b>  City of El Paso		<b>DATE SUBMITTED</b>

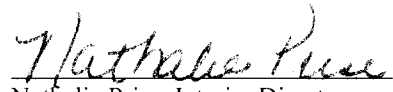
ATTEST:

APPROVED AS TO FORM:

APPROVED AS TO CONTENT

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

  
\_\_\_\_\_  
Lee Ann B. Koehler  
Assistant City Attorney

  
\_\_\_\_\_  
Nathalie Prise, Interim Director  
Community Development



## **CERTIFICATIONS**

### **Certification - Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
  - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
  - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

### **Certification - Drug-Free Workplace**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about-
- the dangers of drug abuse in the workplace,
  - the grantee's policy of maintaining a drug-free workplace,
  - any available drug counseling, rehabilitation, and employee assistance programs, and
  - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and
  - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted-
- Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).

**Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

**Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990 as amended, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

City of El Paso  
Applicant Organization

Joe Wardy, Mayor  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Date

**ATTEST**

Richarda Duffy Momsen  
City Clerk

**APPROVED AS TO FORM:**

Lee Ann B. Koehler  
Lee Ann B. Koehler  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

Nathalie Prise  
Nathalie Prise, Interim Director  
Community Development

# DRAFT

## Narratives

### **Strengthening Communities**

Refer to Grant # 01SFWTX003

### **Recruitment and Development**

Refer to grant # 01SFWTX003

### **Program Management**

Refer to grant # 01SFWTX003

### **Organizational Capacity**

Refer to grant # 01SFWTX003

### **Other**

Refer to Grant # 01SFWTX003

### **PNS Amendment (if applicable)**

Refer to Grant # 01SFWTX003

DRAFT

## Work Plan/Performance Measures

**Service Category :** Other Human Needs

**Total # Stations :** 1

**Total # Volunteers :**

DRAFT

# DRAFT

## Required Documents

<u>Document Name</u>	<u>Status</u>
Aggregate Dollar Amounts of funding	Not Applicable
Articles of Incorporation	Not Applicable
Board of Directors	Already on File at CNCS
CPA Certification	Not Applicable
Community Advisory Group names and addresses	Already on File at CNCS
List of the names of any Funding Organizations/Sources	Already on File at CNCS
Negotiated Indirect Cost Agreement	Not Applicable
Organizational Chart	Already on File at CNCS
Project Director's Job Description	Already on File at CNCS
Roster of Volunteer Stations	Already on File at CNCS
Statement of date of last A133 audit	Already on File at CNCS
Statement of whether applicant is subject to A133 audit	Already on File at CNCS
	Not Applicable

## El Paso Foster Grandparent Program

### City of El Paso

Application ID: 04SF044965

Budget Dates:

	Total Amt	CNCS Share	Grantee Share	Excess Amount
<b>Section I. Volunteer Support Expenses</b>				
A. Project Personnel Expenses				
B. Personnel Fringe Benefits				
FICA	0	0	0	0
Health Insurance	0	0	0	0
Retirement	0	0	0	0
Life Insurance	0	0	0	0
Total	\$0	\$0	\$0	\$0
C. Project Staff Travel				
Local Travel				
Long Distance Travel				
Total	\$0	\$0	\$0	\$0
D. Equipment				
E. Supplies				
F. Contractual and Consultant Services				
I. Other Volunteer Support Costs				
J. Indirect Costs				
<b>Section I. Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Section II. Volunteer Expenses</b>				
A. Stipends				
Corporation Funded	2,767	2,767	0	0
Non-Corporation Funded	0	0	0	0
Non-Stipended	0	0	0	0
Total	\$2,767	\$2,767	\$0	\$0
B. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	0	0	0	0
Recognition	0	0	0	0
Volunteer Travel	444	444	0	0
Physical Examinations	0	0	0	0
Total	\$444	\$444	\$0	\$0
<b>Section II. Subtotal</b>	<b>\$3,211</b>	<b>\$3,211</b>	<b>\$0</b>	<b>\$0</b>
<b>Budget Totals</b>	<b>\$3,211</b>	<b>\$3,211</b>	<b>\$0</b>	<b>\$0</b>
<b>Funding Percentages</b>		<b>100%</b>	<b>%</b>	

**Budget Narrative: El Paso Foster Grandparent Program for City of El Paso****Section I. Volunteer Support Expenses****A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
FICA:	0	0	0	0
Health Insurance:	0	0	0	0
Retirement:	0	0	0	0
Life Insurance:	0	0	0	0
<b>CATEGORY Totals</b>	0	0	0	0

**C. Project Staff Travel****Local Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

**Long Distance Travel**

Purpose -Destination -Meals/ Lodging -Other Travel -Trans. Amount	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

**D. Equipment**

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

**E. Supplies**

--	--	--	--	--

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

## F. Contractual and Consultant Services

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

## I. Other Volunteer Support Costs

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

## J. Indirect Costs

Calculation -Rate -Claimed -Cost Basis -Rate Type	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0
<b>SECTION Totals</b>	0	0	0	0

## Section II. Volunteer Expenses

### A. Stipends

Item - # -Annual Stipend	CNCS Share	Grantee Share	Total Amount	Excess Amount
Corporation Funded: - 1 x 2767	2,767	0	2,767	0
Non-Corporation Funded: - 0 x 0	0	0	0	0
Non-Stipended: - 0 x 0	0	0	0	0
<b>CATEGORY Totals</b>	2,767	0	2,767	0

### B. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals:	0	0	0	0
Uniforms:	0	0	0	0



Insurance:	0	0	0	0
Recognition:	0	0	0	0
Volunteer Travel: 1FG x 176 miles x 12 month x .21	444	0	444	0
Physical Examinations:	0	0	0	0
<b>CATEGORY Totals</b>	<b>444</b>	<b>0</b>	<b>444</b>	<b>0</b>
<b>SECTION Totals</b>	<b>3,211</b>	<b>0</b>	<b>3,211</b>	<b>0</b>
<b>BUDGET Totals</b>	<b>3,211</b>	<b>0</b>	<b>3,211</b>	<b>0</b>

### Source of Funds

Section	Description
Section I. Volunteer Support Expenses	
Section II. Volunteer Expenses	

GA 60-2004

## GRANT APPLICATION REVIEW

MAY 27 '04 PM 2:18

<b>DEPARTMENT</b> Community Development	<b>TYPE OF GRANT</b> Continuation	<b>CONTROL#</b> Index Code: 71150005 Grant : G7105RSSTAT
--	--------------------------------------	--

790

<b>GRANTOR</b> Corporation for National Service	<b>EFFECTIVE DATE</b> September 1, 2004 - August 31, 2005	<b>MATCHING FUND</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
--	--	---

**SOURCE OF FUNDS (GRANT AMOUNT, MATCHING, IN-KIND, INTERGOVERN.)**

The Retired and Senior Volunteer Program applying for renewal funds in the amount of \$27, 972 from the Corporation for National Service.

**PERSONNEL FUNDED BY GRANT**

Senior Citizen Program Specialist II	20%	\$6,325
Secretary III	12%	\$3,684

**BRIEFLY DESCRIBE HOW GRANT WILL BE USED AND ANY SPECIAL CONDITIONS FOR GRANT:**

This application is for renewal of funding from the Texas Department of Aging. These funds are an appropriation by the Texas State Legislature and are administered by the Corporation for National Service. The funds will be used to fund two positions partially as well as to pay for administrative cost and volunteer recognition expenses.

REVIEWED BY:

OMB ANALYST <i>allt</i> <i>stasou</i>	OMB DIRECTOR <i>Thomas M. Doyle</i> 5/27/04
COMPTROLLER <i>allt</i> <i>stasou</i> 6/1/04	CHIEF ADMINISTRATIVE OFFICER <i>David A. Smith</i> 6-1-04
COMMENTS	

# PART I - FACESHEET

## APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED TO CORPORATION FOR NATIONAL SERVICE (CNS): <b>05/20/2004</b>		3. a. DATE RECEIVED BY STATE:  4. a. DATE RECEIVED BY CNS:	1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Non-Construction <input checked="" type="checkbox"/>											
		3.b. STATE APPLICATION IDENTIFIER: <b>City of El Paso - RSVP</b>	4.b. CNS GRANT NUMBER: <b>03SRWTX017</b>											
5. APPLICANT INFORMATION														
LEGAL NAME: City of El Paso ORGANIZATIONAL UNIT: Retired and Senior Volunteer Program (RSVP) ADDRESS (give street address, city, county, state and zip code): <b>2 Civic Center Plaza, 8<sup>th</sup> Floor El Paso, TX 79901-1146</b>		NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):  NAME: <b>Norma Corona</b> TELEPHONE NUMBER: <b>(915) 541 - 4230</b> FAX NUMBER: <b>(915) 541 - 4993</b> INTERNET E-MAIL ADDRESS: <b>coronani@ci.el-paso.tx.us</b>												
6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table border="1"><tr><td>7</td><td>4</td><td>-</td><td>6</td><td>0</td><td>0</td><td>0</td><td>7</td><td>4</td><td>9</td></tr></table>		7	4	-	6	0	0	0	7	4	9	7. TYPE OF APPLICANT: (enter appropriate letter in box) <table border="1"><tr><td>C</td></tr></table>		C
7	4	-	6	0	0	0	7	4	9					
C														
8. TYPE OF APPLICATION (Check appropriate box): NEW <input type="checkbox"/> CONTINUATION <input checked="" type="checkbox"/> <input type="checkbox"/> REVISION If Revision, enter appropriate letter(s) in box(es): <table border="1"><tr><td></td><td></td></tr></table> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify):				A. State H. Independent School District B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Private Non-Profit Organization O. Other (specify):										
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: RSVP: 94.002 FGP: 94.011 SCP: 94.016 Senior Demonstration: 94 015		9. NAME OF FEDERAL AGENCY: <b>Corporation for National Service</b>												
12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.): <b>City of El Paso County of El Paso</b>		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <b>City of El Paso Retired and Senior Volunteer Program</b>												
13. PROPOSED PROJECT: START DATE: 09-01-04 END DATE: 08-31-05														
14. ESTIMATED FUNDING:		15. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?												
a. FEDERAL	\$	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE												
b. APPLICANT	\$	b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372												
c. STATE	\$ 27,972	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW												
d. LOCAL	\$	16. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?												
e. OTHER	\$	<input type="checkbox"/> YES If "Yes," attach an explanation. <input checked="" type="checkbox"/> NO												
f. TOTAL	\$ 27,972	17. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.												
a. TYPED NAME OF AUTHORIZED REPRESENTATIVE: <b>Joe Wardy</b>		b. TITLE: <b>Mayor</b>	c. TELEPHONE NUMBER: <b>(915) 541-4377</b>											
d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:			e. DATE SIGNED:											

Signatures continued from previous page:

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

---

*Lee Ann B. Koehler*  
Lee Ann B. Koehler  
Assistant City Attorney

APPROVED AS TO CONTENT:

---

*Nathalie Prise*  
Nathalie Prise, Interim Director  
Community and Human Development

## SIGNATURE AUTHORITY

for City of El Paso – Retired and Senior Volunteer Program  
Grantee Organization

I certify that following facsimile signature(s) are of those persons other than myself,  
who are authorized to sign official documents/reports in connection with carrying  
the responsibilities of the Corporation for National Service Grant No. – 03SRWTX017

Nathalie Prise  
Signature

Nathalie Prise, Interim Director  
Community and Human Development  
Typed Name

Winifred Dowling  
Signature

Winifred Dowling  
Aging Services Administrator  
Typed Name

Norma Corona  
Signature

Norma Corona, Program Coordinator  
Retired and Senior Volunteer Program  
Typed Name

Robert Salinas  
Signature

Robert Salinas,  
Social Services Administrator  
Typed Name

\_\_\_\_\_  
Grantee Executive Officer Signature

Joe Wardy  
Mayor, City of El Paso  
Title

\_\_\_\_\_  
Date

## **ASSURANCES**

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the non-federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.
- Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the state, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).
- Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of disability (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the National and Community Service Act of 1990, as amended; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- Will comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C 276a and 276a-77), the Copeland Act (40 U.S.C 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for Federally assisted construction sub-agreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires the recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.); (f) conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16U.S.C. 469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

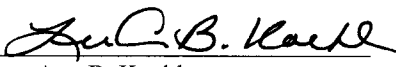
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984, as amended, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, application guidelines, and policies governing this program.

<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b>		<b>TITLE</b>
		Mayor
<b>APPLICANT ORGANIZATION</b>		<b>DATE SUBMITTED</b>
City of El Paso		

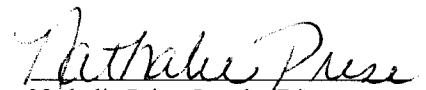
ATTEST:

\_\_\_\_\_  
 Richarda Duffy Momsen  
 City Clerk

APPROVED AS TO FORM:

  
 Lee Ann B. Koehler  
 Assistant City Attorney

APPROVED AS TO CONTENT

  
 Nathalie Prise, Interim Director  
 Community Development

## **CERTIFICATIONS**

### **Certification - Debarment, Suspension, and Other Responsibility Matters**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, *Participants' responsibilities*.

- A. As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that neither the applicant nor its principals:
- Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
  - Has, within a three-year period preceding this application, been convicted of, or had an adverse civil judgment entered in connection with, fraud or other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
  - Has not, within a three-year period preceding this application, had one or more public transactions (federal, state or local) terminated for cause or default;
- B. If you are unable to certify to any of the statements in this certification, you must attach an explanation to this application.

### **Certification - Drug-Free Workplace**

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Section 85.615 and 85.620).

As the duly authorized representative of the grantee, I certify, to the best of my knowledge and belief, that the grantee will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing a drug-free awareness program to inform employees about-
- the dangers of drug abuse in the workplace,
  - the grantee's policy of maintaining a drug-free workplace.
  - any available drug counseling, rehabilitation, and employee assistance programs, and
  - the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (A);
- D. Notifying the employee in the statement required by paragraph (A) that, as a condition of employment under the grant, the employee will:
- abide by the terms of the statement, and
  - notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- E. Notifying us within ten days after receiving notice under subparagraph (D) from an employee or otherwise receiving actual notice of such conviction;
- F. Taking one of the following actions, within 30 days of receiving notice under subparagraph (D), with respect to any employee who is so convicted-
- Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A) through (F).



**Certification - Lobbying Activities**

As required by Section 1352, Title 31 of the U.S. Code, as the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that:

- • No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, or modification of any federal contract, grant, loan, or cooperative agreement;
- • If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant will submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
- • The applicant will require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients will certify and disclose accordingly.

**Certification - Grant Review Process (State Commissions Only)**

I certify that in conducting our review process, we have ensured compliance with the National and Community Service Act of 1990 as amended, the Corporation's peer review requirements, and all state laws and conflict of interest rules.

City of El Paso  
Applicant Organization

Joe Wardy, Mayor  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Date

**ATTEST**

Richarda Duffy Momsen  
City Clerk

**APPROVED AS TO FORM:**

Lee Ann B. Koehler  
Lee Ann B. Koehler  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

Nathalie Prise  
Nathalie Prise, Interim Director  
Community Development

# DRAFT

## Narratives

### **Strengthening Communities**

Refer to grant # 02SRWTX016

### **Recruitment and Development**

Refer to grant # 02SRWTX016

### **Program Management**

Refer to grant # 02SRWTX016

### **Organizational Capacity**

Refer to grant number #02SRWTX016

### **Other**

Refer to Grant # 02SRWTX016

### **PNS Amendment (if applicable)**

Refer to grant # 02SRWTX016

# DRAFT

## Work Plan/Performance Measures

**Service Category :** Senior Center Programs (Non-Residential)    **Total # Stations :** 138    **Total # Volunteers :**

<b>Community Need</b>  Refer to Grant # 02SRWTX016	<b>Period of Accomplishment:</b> 09-01-2004 - 08-31- 2005	<b>Performance Measure:</b> <input type="checkbox"/>
<b>Service Activity</b>  Refer to Grant # 02SRWTX016	<b>Period of Accomplishment:</b> 09-01-2004 - 08-31- 2005	<b>Performance Measure:</b> <input type="checkbox"/>
<b>Anticipated Input</b>  Refer to Grant # 02SRWTX016	<b>Period of Accomplishment:</b> 09-01-2004 - 08-31- 2005	<b>Performance Measure:</b> <input type="checkbox"/>
<b>Anticipated Accomplishments/Outputs</b>  Refer to Grant # 02SRWTX016	<b>Period of Accomplishment:</b> 09-01-2004 - 08-31- 2005	<b>Performance Measure:</b> <input checked="" type="checkbox"/>
<b>Anticipated Intermediate Impact/Outcome</b>  Refer to Grant # 02SRWTX016	<b>Period of Accomplishment:</b> 09-01-2004 - 08-31- 2005	<b>Performance Measure:</b> <input checked="" type="checkbox"/>
<b>Anticipated End Impact/Outcome</b>  Refer to Grant # 02SRWTX016	<b>Period of Accomplishment:</b> 09-01-2004 - 08-31- 2005	<b>Performance Measure:</b> <input checked="" type="checkbox"/>

# DRAFT

## Required Documents

### Document Name

### Status

Aggregate Dollar Amounts of funding

Not Applicable

Articles of Incorporation

Already on File at CNCS

Board of Directors

Not Applicable

CPA Certification

Already on File at CNCS

Community Advisory Group names and addresses

Already on File at CNCS

List of the names of any Funding Organizations/Sources

Already on File at CNCS

Negotiated Indirect Cost Agreement

Not Applicable

Organizational Chart

Already on File at CNCS

Project Director's Job Description

Already on File at CNCS

Roster of Volunteer Stations

Already on File at CNCS

Statement of date of last A133 audit

Not Applicable

Statement of whether applicant is subject to A133 audit

Already on File at CNCS

## Retired and Senior Volunteer Program City of El Paso

Application ID: 04SR044987

Budget Dates:

	Total Amt	CNCS Share	Grantee Share	Excess Amount
<b>Section I. Volunteer Support Expenses</b>				
A. Project Personnel Expenses	10,009	10,009	0	0
B. Personnel Fringe Benefits	310	310	0	0
FICA	628	628	0	0
Health Insurance	1,032	1,032	0	0
Retirement	1,038	1,038	0	0
Life Insurance	11	11	0	0
Total	\$3,019	\$3,019	\$0	\$0
C. Project Staff Travel				
Local Travel	3,100	3,100	0	0
Long Distance Travel	900	900	0	0
Total	\$4,000	\$4,000	\$0	\$0
D. Equipment				
E. Supplies	1,779	1,779	0	0
F. Contractual and Consultant Services				
I. Other Volunteer Support Costs	3,800	3,800	0	0
J. Indirect Costs				
<b>Section I. Subtotal</b>	<b>\$22,607</b>	<b>\$22,607</b>	<b>\$0</b>	<b>\$0</b>
<b>Section II. Volunteer Expenses</b>				
A. Other Volunteer Costs				
Meals	0	0	0	0
Uniforms	0	0	0	0
Insurance	0	0	0	0
Recognition	5,365	5,365	0	0
Volunteer Travel	0	0	0	0
Total	\$5,365	\$5,365	\$0	\$0
<b>Section II. Subtotal</b>	<b>\$5,365</b>	<b>\$5,365</b>	<b>\$0</b>	<b>\$0</b>
<b>Budget Totals</b>	<b>\$27,972</b>	<b>\$27,972</b>	<b>\$0</b>	<b>\$0</b>
<b>Funding Percentages</b>		100%	%	

**Budget Narrative: Retired and Senior Volunteer Program for City of El Paso****Section I. Volunteer Support Expenses****A. Project Personnel Expenses**

Position/Title -Qty -Annual Salary -% Time	CNCS Share	Grantee Share	Total Amount	Excess Amount
Senior Citizen Program Specialist: - 1 person(s) at 31626 each x 20 % usage	6,325	0	6,325	0
Secretary III: - 1 person(s) at 30700 each x 12 % usage	3,684	0	3,684	0
Secretary I: - 0 person(s) at 0 each x 0 % usage	0	0	0	0
<b>CATEGORY Totals</b>	<b>10,009</b>	<b>0</b>	<b>10,009</b>	<b>0</b>

**B. Personnel Fringe Benefits**

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Worker Compensation: .39 x base salary by job class codes	45	0	45	0
Fica Med.: 1.45 x base salary excluding pre-taxed deductions	147	0	147	0
Longevity: Set rate according to years of service	118	0	118	0
FICA: 6.20 x base salary excluding pre-taxed deductions	628	0	628	0
Health Insurance: Set amount	1,032	0	1,032	0
Retirement: 10.25% x base salary	1,038	0	1,038	0
Life Insurance: Set amount	11	0	11	0
<b>CATEGORY Totals</b>	<b>3,019</b>	<b>0</b>	<b>3,019</b>	<b>0</b>

**C. Project Staff Travel****Local Travel**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Local Mileage Allowance: 5 F/T employees x 150 miles per month x 12 months x \$.345	3,100	0	3,100	0
<b>CATEGORY Totals</b>	<b>3,100</b>	<b>0</b>	<b>3,100</b>	<b>0</b>

**Long Distance Travel**

Purpose -Destination -Trans. Amount -Meals/ Lodging -Other	Grantee	Excess
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Travel	CNCS Share	Share	Total Amount	Amount
Corporation Regional Conference: TBA- Meals 278 Lodging/Trans 300 Other 100	678	0	678	0
Corporation National: TBA- Meals 222 Lodging/Trans 0 Other 0	222	0	222	0
<b>CATEGORY Totals</b>	900	0	900	0

**D. Equipment**

Item/Purpose -Qty -Unit Cost	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

**E. Supplies**

Item/ Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
Office Supplies: General office supplies for 5F/T Employees, 5 PC's, 2 Printers	1,679	0	1,679	0
Photography, Film Video supplies: Supplies to photograph volunteers at recognition events and special events	100	0	100	0
none: none	0	0	0	0
<b>CATEGORY Totals</b>	1,779	0	1,779	0

**F. Contractual and Consultant Services**

Purpose -Calculation	CNCS Share	Grantee Share	Total Amount	Excess Amount
<b>CATEGORY Totals</b>	0	0	0	0

**I. Other Volunteer Support Costs**

Item	CNCS Share	Grantee Share	Total Amount	Excess Amount
Print Shop Allocation:	1,900	0	1,900	0
Mail Room Charges:	1,900	0	1,900	0
<b>CATEGORY Totals</b>	3,800	0	3,800	0

**J. Indirect Costs**

Calculation -Rate Type -Claimed -Cost Basis -Rate	CNCS Share	Grantee	Total Amount	Excess
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		Share		Amount
<b>CATEGORY Totals</b>	0	0	0	0
<b>SECTION Totals</b>	22,607	0	22,607	0

## Section II. Volunteer Expenses

### A. Other Volunteer Costs

Item -Description	CNCS Share	Grantee Share	Total Amount	Excess Amount
Meals:	0	0	0	0
Uniforms:	0	0	0	0
Insurance:	0	0	0	0
Recognition: Pins, Plaques, awards, certificates and cost of annual recognition banquet for 100 volunteers	5,365	0	5,365	0
Volunteer Travel:	0	0	0	0
<b>CATEGORY Totals</b>	5,365	0	5,365	0
<b>SECTION Totals</b>	5,365	0	5,365	0
<b>BUDGET Totals</b>	27,972	0	27,972	0

## Source of Funds

Section	Description
Section I. Volunteer Support Expenses	
Section II. Volunteer Expenses	